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## Presence at Duty Station

### 300.1 POLICY

Personnel activities shall conform to all applicable law and regulation, including County and departmental policy. Employees shall exhibit professionalism in their dealings with inmates, the general public, and others with whom they may come in contact. Security and confidentiality are to be major items of concern for all employees in the discharge of their professional functions.

### 300.2 DEFINITIONS

**COMMUNICATION** - Verbal or written contact between persons.

**EMPLOYEE** - Any personnel assigned full or part-time duty, paid or unpaid, sworn or non-sworn functions, connected with the operation of this facility. The term shall include both County and contract employees.

**FRATERNIZE** - To associate on close terms with the inmate population. In this context, to the detriment of safety and good facility order.

**GIFT** - Any items, including money, received or given on a gratuitous basis, which involves employees of this department.

**MEDIA** - Any representative of the radio, television, or printed information services.

**PERIMETER CHECK** - The physical inspection of the Justice Center and Adjacent areas.

**TOUR OF DUTY** - Assigned working hours.

### 300.3 GENERAL

No employee assigned regular shift periods shall leave the premises during their tour of duty unless authorized by higher authority. Nothing in this policy shall be construed to prevent an employee from leaving the premises in the necessary exercise of assigned custody related duties.

#### Examples:

- Training.
- Transports.
- Court functions.
- Coordination at Records.
- Other activity as assigned.
- Perimeter checks of the building.

Nothing in this policy shall be construed to prevent persons assigned to an eight-hour or nine-hour shift period (i.e. 0700-1700 or 0700-1600 hours) from taking the allotted one-hour lunch time outside the facility.

### 300.4 ILLNESS/FAMILY OR OTHER EMERGENCY

It shall be the responsibility of each employee to report to the Watch Commander any illness, family, or other emergency situation, which would prohibit that person from reporting for duty. The exception to this is the kitchen or laundry staff, who shall notify the Correctional Plant Manager,

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who will adjust the respective schedule. The employee shall be required to insure where physically able, that the Watch Commander is notified as early as reasonably possible before the start of a duty tour or at the time it becomes known, that the employee will be unable to report for duty. Employees are required to advise the Watch Commander of how long they anticipate being away from work. Unless there is a verified extended situation of which the Watch Commander has been made aware, the employee may be required to contact the Watch Commander on each day where the employee will continue to be absent. The Watch Commander contacted shall insure that the Watch Commander on the affected shift is notified and shall make every reasonable effort to fill the vacancy where necessary. Employees absent for extended periods may, consistent and in the context of County and departmental policy, be required to furnish medical verification or at the request of Watch Commander or command staff.

### **300.5 DUTY HOURS**

The duty hours of the Main Jail are currently as follows:

Administrative Staff:

- Facility Manager - as assigned
- Agency Staff Services Analyst - as assigned
- Correctional Plant Manager - as assigned
- Administrative Sergeant – as assigned

- Watch hours (Correctional/SSO Staff):

Day Watch.....0700 - 1900 hours

Night Watch.....1900 - 0700 hours

Or as required for staffing needs

- Specialized Assignments:

Laundry Operator / 0600-1400 hours

Adult Custody Cook I & II / 0400-1600 hours

Commissary / 0700-1500 hours

Stats Officer / 0700-1500 hours

Deputies and Service Officers shall be assigned to each of the two watch hours at the discretion and direction of the Facility Manager.

### **300.6 WEAPONS**

#### **Firearms**

Only Department approved weapons are to be stored in employee dressing room lockers or Administrative Offices. Lockers are to be secured at all times by reliable locks. Firearms can also be kept in gun lockers located in the front jail lobby or sally port. Firearms stored in either of these locations will be kept secure at all times.

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### **300.7 POCKET KNIVES**

Custody staff are not permitted to possess any form of pocket knife while working in the Jail.

#### **300.7.1 SAFETY CUTTER**

**Safety Cutter:** (added 6/2/16)

##### **Policy**

The Safety Cutter is intended to help in the event of an emergency situation only.

##### **Issuance and Carrying Device**

Safety Cutters are issued for use during a Deputy's current assignment. Those leaving a particular assignment may be required to return the device to the department's inventory.

Deputies shall be responsible for ensuring that their issued Safety Cutter is properly maintained and in good working order.

Deputies shall only use the Safety Cutter that has been issued by the Department. Deputies who have been issued the Safety Cutter are responsible for and shall maintain possession of the device in the provided nylon

pouch at all times while working in the facility unless when in use. The Deputy shall transfer the Safety Cutter to the oncoming shift Deputy in the designated station. All other forms of edged instruments are prohibited (possession or constructive possession) in the Jail facility.

##### **Description of Safety Cutter**

- Curved stainless steel blade cuts quickly without the risk of danger to victims.
- Folds and locks in place for safe storage
- Black, rubber handle with thumb release
- Nylon pouch for carrying
- Size: 6 ½" open, 4 ½" closed

##### **Use of the Safety Cutter**

The Safety Cutter shall be used when the Deputy feels the situation requires exigent circumstances only and

in a manner it was designed for.

- a) Remove the Safety Cutter from the nylon pouch,
- b) Pull the clip away from the product to reveal the cutter (blade),
- c) Hook the blade over the material and slice it diagonally.